

**EndUsers Action Items from ANS Meeting Winter 2006  
ANS Boston 2007 Update**

Action Item	Responsible Party	Results
Ensure each site or facility has the correct number and appropriate representatives “with a voice” for the EndUsers group.	Todd Taylor Nichole Ellis	The EndUser Chair has decided one primary contact from each site with a secondary backup is appropriate with the expectation that the primary contact <u>is a ‘floor level’ representative who</u> will disseminate information to the rest of his/her organization as appropriate. <i>The EndUser Chair is currently working with each site on updating this list.</i>
Develop and issue a questionnaire to EndUsers about the EndUsers group and NCSP meetings.	Jerry McKamy Adolf Garcia Dick McKnight Todd Taylor Jim Felty Nichole Ellis	So far, the meeting minutes were issued for the 2006 ANS Winter meeting. The EndUser Chair has solicited the EndUsers for requests for information and has received very little feedback. <del>The NCSP EndUser Liason is in the process of coming up with a generic questionnaire to send out and get feedback from the EndUsers and will use the response and answers to guide discussions for the next EndUser meeting. The ANS sponsored EndUsers meetings have been cancelled; therefore, this questionnaire is no longer needed.</del>
Send questionnaire out and collect responses.	Todd Taylor Nichole Ellis	<del>To be done after Boston for next scheduled meeting. No longer needed.</del>

<p>There was a desire stated to make the Friday ANS meeting content for EndUsers only to allow them to discuss issues with <u>out</u> regulators in the room. There was also a desire to make one yearly meeting this way and the other an NCSP meeting. These meetings are both requested to be only a half day so people can fly out that day. The content of both of these meetings need to be examined as well to ensure the content is worthwhile. Explore these options and see what is feasible.</p>	<p>Jerry McKamy Todd Taylor Jim Felty Nichole Ellis</p>	<p>The decision has been made that the EndUsers meeting <u>held at ANS conferences</u> will occur <del>only once a only once every other year and will not be sponsored directly by ANS. The questionnaire for the EndUsers will determine which meeting would be most supported and that will be the future meeting where the 'EndUsers' meeting is held.</del> Because the frequency will be reduced <del>to once a year</del>, the first part of the 'EndUsers' meeting will be run by the NCSP as an update forum and to allow the EndUsers to have a direct communication link with the NCSP Manager. After this time, it will be the EndUsers Chair's meeting. It will be his/her decision on whether the NCSP team will participate or not. If there is nothing to discuss, it is also the Chair's right to end the meeting with no discussion (at this point, it will be less than a half day meeting). <u>Theis meeting will likely be held at a site location as a stand-alone meeting or at a restaurant or similar venue during the ANS meeting (prior to Friday). goal will be to end the meetings by 2:00 pm in order to allow as many attendees as possible to catch an afternoon flight if desired.</u></p>
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Develop a 'self-beneficial' forum for the EndUsers portion of meetings.	Todd Taylor Nichole Ellis	This <del>has been</del> <u>has being</u> accomplished by soliciting the EndUsers directly about topics they would like to hear about. This will continue prior to each meeting in order to create a 'self-beneficial' agenda for the ANS Friday EndUsers meeting.
<u>Develop a worthwhile forum for the NCSP portion of meetings.</u>	<u>Jerry McKamy</u> <u>Jim Felty</u> <u>Todd Taylor</u> <u>Nichole Ellis</u>	<u>This has been accomplished by soliciting the EndUsers directly about topics they would like to hear about directly from the NCSP Manager and will continue prior to each meeting.</u>
<u>A need for the EndUsers to identify their needs for the first set of experiments for the DAF with a NCSP focus was requested (fuel needs, safety needs, CAAS, etc). Coordinate with the EndUsers to identify new experiments that are needed.</u>	<u>Jim Felty</u> <u>Nichole Ellis</u>	<u>A meeting was held in Las Vegas, Nevada in March 2007 where the Criticality – Sub-criticality Experiment Team was formed. A process for submitting experiments was developed and a series of first experiments to be performed at the CEF was chosen. The results of this meeting are provided to the EndUsers at the ANS 2007 Boston Meeting.</u>

See if there is interest with the appropriate EndUser representative group for a <b>yearly periodic</b> site meeting (funding support, interest, people committed to the meeting).	Todd Taylor	<u>The NCSP Manager will fund a task for the EndUser Chair to host a stand-alone NCSP/EndUser meeting independent of ANS in 2008.</u> <del>The EndUser Chair has talked with most EndUsers. There is sufficient interest to date to attempt to plan a yearly meeting; however, because EndUsers are traditionally very busy, the participation in such a meeting for 2007 will be determined.</del>
Reinstate the quarterly conference calls with EndUsers.	Todd Taylor	The quarterly calls have been canceled. The value for routine quarterly calls is insufficient to plan and execute them.
A suggestion was made to have the EndUser Chair on a two year rotation to provide some continuity. There was also a suggestion of having a Vice-Chair who moves into Chair the second year for consistency and for adequate turnover and learning time. Identify the best way to handle the Chair position for the best success of the EndUsers.	Todd Taylor Jerry McKamy Nichole Ellis	Todd Taylor was asked to continue his term as EndUser Chair for a second year and he accepted. <i>A call for volunteers for the Chair for next year will occur beginning at the ANS 2007 Boston Meeting (with an email following) who will become the Vice-Chair for the ANS 2007 Winter Meeting to take over as Chair in 2008.</i>

<p>A request for any available funds was made. The Chair was receiving 30K which is no longer occurring. There is no support for travel to the EndUsers meeting or to do any major items with or for the EndUsers. Explore the funding issue and present the results to the EndUser Chair.</p>	<p>Jerry McKamy Jim Felty Nichole Ellis</p>	<p>The EndUsers Meeting is being reduced to <u>every other</u> yearly; therefore, the amount of funding needed for travel is reduced. However, <del>if there is interest in holding a stand-alone EndUser workshop/conference once a year (like the old NCTSP), then</del> the NCSP <del>may provide</del><u>will</u> funding (~50k) <del>to</del> the EndUser eChair to organize and host <del>such</del> a <u>stand-alone</u> meeting in coordination with the NCSP (through and with the support of the NCSP EndUser Liason), <del>but only if there is true interest and if it would be of use to the criticality safety community. If there is consensus that such a meeting would be useful, then the NCSP Manager would create a task proposal for to do such a thing as part of the annual planning cycle.</del></p>
<p>The EndUsers wish to become an “owners” group who deal with user problems and can formally correspond with the NCSP Manager their concerns for assistance. Develop a method for casual correspondence with the NCSP Manager to keep an open line of communications between the Manager and the EndUsers.</p>	<p>Jerry McKamy Nichole Ellis</p>	<p>Casual communications occur at the EndUsers meeting when the NCSP Manager is available for questions. <u>Additionally, the EndUser Chair has to ability to communicate with the NCSP Liason and/or NCSP Manager at any time as needed by the greater EndUser community. Questions that cannot wait until the Endusers meeting should use the formal process.</u> <u>The NCSP EndUser Liaison will maintain frequent communications with the EndUser Chair.</u></p>

<p>The EndUsers wish to become an “owners” group who deal with user problems and can formally correspond with the NCSP Manager their concerns for assistance. Develop a method for ‘formal’ correspondence with the NCSP Manager to have serious concerns addressed.</p>	<p>Jerry McKamy Nichole Ellis</p>	<p><del>This ‘formal’ correspondence could occur via the NCSP website.</del>The NCSP Website will be utilized to provide a direct communication link to the NCSP Manager. The EndUsers should advise the NCSP as to whether these communications should be private/anonymous or public regardless of whether or not the NCSP response is public. <del>We could have a</del><i>An ‘email the NCSP manager’ type link for formal requests will be added to the website with the understanding there is no time requirement for response and that the response can be provided by any appropriate NCSP staff delegate as selected by the NCSP Manager.</i></p>
<p>An “emergency need” program or “rapid response” between both the EndUsers and the NCSP needs to be developed. Develop this type program and the guidelines for its use.</p>	<p>Jerry McKamy Jim Felty Todd Taylor Nichole Ellis</p>	<p><del>The ‘emergency need’ or ‘rapid response’ link could occur via the NCSP website. An email could be sent to someone to be screened first if the NCSP Manager wishes to have it screened. The email link would have the appropriate caveats of it being screened (possibly), this is for emergency response only and is not to be abused, may result in phone communication instead of email, and response may be provided by the appropriate member of the NCSP as selected by the NCSP Manager.</del>The NCSP will plan to be able to provide resources to address emergency needs in the form of a rapid response capability. The protocol</p>

		<u>should be that the EndUser Chair is the focal point to identify candidates. The EndUser Chair will communicate and coordinate with the NCSP through the NCSP EndUser Liaison to ensure that the proposed 'rapid response' request is practical prior to engaging the NCSP Manager.</u>	
An “emergency need” program or “rapid response” between both the EndUsers and the NCSP needs to be developed. Train and Issue program.	Todd Taylor Nichole Ellis	<del>Should be discussed at the next several</del> <u>The website will be used for this purpose as stated in the two previous blocks.</u> <del>an email sent out once it is established, and instructions added to the website with a 'check box that you have read' kind of thing before the email is sent to the NCSP Manager.</del>	

A desire was stated for an EndUser email server for “spamming” NCSP newsworthy items. Valerie Putnam is helping the NCSP with this until a long term solution is developed. Set up an email server list.	Nichole Ellis	<u>An email list has been developed and is currently being managed by the EndUser Chair’s group.</u> <del>Nichole Ellis has received the list and is working on getting it in a forum for use by the NCSP for spamming.</del>
A desire was stated for an EndUser email server for “spamming” NCSP newsworthy items. Start delivering the messages to the server list as required.	Jim Felty	<u>The NCSP EndUser Liason has received an initial list to work from and is working on getting it in a form for use by the NCSP Management Team for spamming.</u> <del>Waiting on list to be pared down.</del>
The EndUsers have requested a ‘formal’ NCSP progress report to keep informed on items with the program. Review this request and decide what can be done.	Jerry McKamy Jim Felty	Currently, there are reports that are being added to the NCSP website. Emails are being sent to the <u>EndUser</u> community as things are added to the site. <del>The NCSP manager should decide if there should be more done or if this is adequate.</del> <u>The EndUser Chair and EndUsers are invited to suggest what more information regarding the NCSP is desired.</u>
The EndUsers have requested a ‘formal’ NCSP progress report to keep informed on items with the program. Provide this data to the EndUsers on a regular basis.	Jim Felty Nichole Ellis	This is being done via the NCSP Website under the link for “DOE NCSP Accomplishments/2007 Activities/Accomplishments”.

<p>A need for a communication link between the CSCT and the EndUsers needs to be established to work on long term goals/share missions. Establish a communication method between these two groups.</p>	<p>Jerry McKamy Nichole Ellis</p>	<p><del>This could occur via the NCSP website. We could have an ‘email the CSCT Chairman’ link for requests and questions with the understanding there is no time requirement for response (with the expectation that there will be a reasonable time response) and that the response can be provided by any CSCT member as selected by the CSCT Chairman. Communication from the CSCT already occurs via the NCSP website with notification to Endusers as necessary of new information added to the site. The NCSP Manager is the CSCT Chair. The NCSP EndUser Liaison will be invited to participate in CSCT monthly teleconference calls and issue notes of interest to the EndUser Chair. The NCSP EndUser Liaison will also be responsible for coordinating with the EndUser Chair and communicating any needs/issues with the CSCT during the teleconference calls.</del></p>
<p>Communications in both directions between the NDAG and EndUsers is needed. Develop a communication method between both the NDAG and EndUsers.</p>	<p>Todd Taylor Dick McKnight Nichole Ellis</p>	<p><del>This could occur via the NCSP website. We could have an ‘email the NDAG Chairman’ link for requests and questions with the understanding there is no time requirement for response (with the expectation that there will be a reasonable time response) and that the response can be provided by any NDAG member as selected by the NDAG Chairman. Communication from the NDAG already</del></p>

		<u>occurs via the NCSP website with notification to Endusers as necessary of new information added to the site. The NCSP EndUser Liaison also provides coordination with the ICSBEP and NDAG in a manner analogous with the CSCT.</u>	
A method to coordinate efforts and share knowledge with GNEP to assist with long term needed of the EndUsers is needed.	Jim Felty Nichole Ellis	<u>The NCSP EndUser Liaison has established initial contact with members of the NGNP project at INL to find a way to do this. The Friday sessions sponsored by ANS will now be run by the RPD division and will be a GNEP program.</u> <del>iscussion with members of this group will take place at the Boston meeting.</del>	
Look into the possibility of a web based NCS training program for non-material handlers for use across the complex. Decide if this is something NCSP wishes to endorse.	Jerry McKamy	<u>A high priority 3 tasking in the Training and Qualification Element has been identified to put an on-line, interactive training video on the NCSP website that could be accessed by anyone.</u>	

If yes to above, add to the NCSP website.	Chuck Lee	<a href="#">Dependent upon funding</a>
Look into the possibility of a web based NCS multimedia program that defines a “criticality accident”. Decide if this is something NCSP wishes to endorse.	Jerry McKamy	<a href="#">Dependent upon funding</a>
If yes to above, develop and add to the NCSP website.	TBD Chuck Lee	<a href="#">Contingent on above actions</a>